

AOM4933
PROFESSIONAL PRACTICES IN AGRICULTURAL OPERATIONS
MANAGEMENT
SPRING 2025

1. **Catalog Description:** *1 credit.* Professionalism and interfacing of technical skills. Topics include ethics, continuing education, placement skills and professional development in agricultural operations management.
2. **Instructor:** Dr. Adam Watson
 - a. Office location: 113 Frazier Rogers Hall
 - b. Telephone: 352-294-6740
 - c. E-mail address: jaw7385@ufl.edu
 - d. Course site: Canvas e-Learning
 - e. Office hours: MWF 7th and 8th Periods (1:55pm – 3:50pm) or by appointment

Your professor has an open-door policy, so do not hesitate to stop by his office. If he is not in his office, please email him and he will respond. **IMPORTANT:** When contacting the professor, please allow up to 48 hours for a response, not including weekends or holidays.

3. **Meeting Times:** Wednesdays, 6th Period (12:50pm – 1:40pm)
4. **Meeting Location:** 110 Frazier Rogers Hall.
5. **Pre-requisites and Co-requisites:** None

6. Course Objectives:

The objective of this course is to expose students to some of the many issues that will impart a sense of professional, ethical and societal responsibility upon them, as well as an awareness of the global and international impact of the profession.

Students, upon completing this course, will be able to:

- a. Recognize essential professional practices expected in workplace environments.
- b. Construct and properly format a résumé and cover letter.
- c. Evaluate job postings for potential position fit.
- d. Build a LinkedIn social media profile.
- e. Apply concepts of ethics, conflict resolution, and time management to professionalism in the workplace.

7. Class/Laboratory Schedule: Listed assigned meeting times.

Date	Lecture	Activity	Assignment	Assignment Due Date
15-Jan	Module 1: The Résumé	Lecture & The "Problem" Résumé	HW1 - Résumé 1st draft	24-Jan
22-Jan	Module 2: The Cover Letter	Lecture & The "Bad" Cover Letter	HW2 - Cover letter 1st draft	7-Feb

29-Jan	NO class	Lecture & Resources		
5-Feb	Module 3: The Job Search	UF Career Expo	HW3 - Career Fair or Alt. Assignment	7-Mar
12-Feb	Module 4: The Interview	Lecture & The "Mock" Interview		
19-Feb	N/A	Professional Headshots	Take portraits	
26-Feb	Module 5: Professional Communication	Lecture & Personalities		
5-Mar	Module 6: Ethics	Lecture & The "Ethical" Decision		
12-Mar	Module 7: Conflict Resolution	Lecture & Conflict Resolution	HW4 - Conflict Resolution	28-Mar
19-Mar	No Class	Spring Break		
26-Mar	Guest Lecture	CCC: Professional Branding and Communication		
2-Apr	Module 8: Time Management	Lecture & Time Management	HW5 - Résumé and cover letter final drafts	4-Apr
9-Apr	Module 9: Presentation Pointers	Lecture & Presentation Pointers Demo		
16-Apr	Module 10: Building a Career	Lecture & LinkedIn Demo	HW6 - LinkedIn Profile	18-Apr
23-Apr	Module 11: Leadership	Lecture & Leadership Development	ePortfolio	25-Apr

8. Material and Supply Fees: None

9. Textbooks and Software Required:

Microsoft Office, Free online website development software

10. Recommended Reading:

None

11. Course Module Outline:

- 1 **The Résumé**
- 2 **The Cover Letter**
- 3 **The Job Search**
- 4 **The Interview**
- 5 **Professional Communication**
- 6 **Ethics**
- 7 **Conflict Resolution**
- 8 **Time Management**
- 9 **Presentation Pointers**
- 10 **Building a Career**

11 Leadership

12. Grades and Grade Points:

	Points	% of Grade
Homework 6 @ 50 pts. each	300	60%
Class Attendance	100	20%
Semester e-Portfolio Project	100	20%
TOTAL	500	100%

Grading Scale:

- A [100.00 – 93.00%]
- A- [92.99 – 90.00%]
- B+ [89.99 – 87.00%]
- B [86.99 – 83.00%]
- B- [82.99 – 80.00%]
- C+ [79.99 – 77.00%]
- C [76.99 – 73.00%]
- C- [72.99 – 70.00%]
- D+ [69.99 – 67.00%]
- D [66.99 – 63.00%]
- D- [62.99 – 60.00%]
- E [59.99 – 0.00%]

Assignments will be marked down for a sloppy presentation and, if excessive, they may be returned un-graded. All assignments must be typed and are due by the due date listed in Canvas. Assignments must be submitted via Canvas by 11:59 PM of due date. Assignments submitted late, but before 5:00 PM on the day following the due date, may be marked down 10 percent. Assignments returned late, before 5:00 PM on the second day following the due date will be marked down 50 percent. No assignments will be accepted after 5:00 PM on the third day following the due date unless allowed by the UF Attendance and Make-up Policy.

For information on current UF policies for assigning grade points, see the Grades and Grading Policies section of the [UF Undergraduate Catalog](#).

13. Attendance and Make-up Policy: Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

14. Accommodations for Students with Disabilities: Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. See the “[Get Started With the DRC](#)” webpage on the Disability Resource Center site. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

15. In-Class Recording: Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal education use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and deliver by an instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentation such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private 3 Revised: September 2024 conversations between students in the class or between a student and the faculty or guest lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless, of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code

16. Online Course Evaluation Process: Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at: <https://gatorevals.aa.ufl.edu/public-results/>.

17. Academic Honesty: UF students are bound by The Honor Pledge which states “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Conduct Code specifies

a number of behaviors that are in violation of this code and the possible sanctions. See the UF Conduct Code website for more information. If you have any questions or concerns, please consult with the instructor or TAs in this class.

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: (New Link: <https://policy.ufl.edu/regulation/4-040/>)

18. Software Use: All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

19. Campus Helping Services: Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

Whole Gator App

The Whole Gator and website and app connects UF students with resources dedicated to supporting overall health and well-being. In addition to many of the resources below it also has strategies to practice self-care. <https://one.ufl.edu/whole-gator/topics>

Health and Wellness

- U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care](#) website to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center: Visit the [Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as noncrisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
- University Police Department: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer

Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

- GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273- 4450.
- Student Success Initiative, <http://studentsuccess.ufl.edu>.

Academic Resources

- E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- [Career Connections Center](#): Reitz Union Suite 1300, 352-392- 1601. Career assistance and counseling services.
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources. Call 866-281-6309 or email ask@ufl.libanswers.com for more information.
- [Teaching Center](#): 1317 Turlington Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.
- [Writing Studio](#): Daytime (9:30am-3:30pm): 2215 Turlington Hall, 352-846-1138 | Evening (5:00pm-7:00pm): 1545 W University Avenue (Library West, Rm. 339). Help brainstorming, formatting, and writing papers.
- Academic Complaints: Office of the Ombuds; [Visit the Complaint Portal webpage for more information](#).
- Enrollment Management Complaints (Registrar, Financial Aid, Admissions): [View the Student Complaint Procedure webpage for more information](#).

Student Complaints

- Residential Course: <https://www.ombuds.ufl.edu/complaint-portal/>
- Online Course: <https://pfs.tnt.aa.ufl.edu/state-authorization-status/#student-complaint>